

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PROGRAM COORD I SCDC POSITION #: 021132
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LEATH CORR INSTIT (WOMEN), GREENWOOD (GREENWOOD) LEVEL 2

STATE JOB TITLE: PROGRAM COORD I STATE JOB CLASS: 9999
HRLY RATE: \$ 018.28 SCEIS POSITION #: 61026885

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE AND THREE (3) YEARS PROFESSIONAL EXPERIENCE IN
CORRECTIONAL PROGRAMS, SOCIAL SERVICE REHABILITATIVE SERVICES AND/OR
EDUCATIONAL PROGRAMS; OR AN ASSOCIATE'S DEGREE AND FIVE (5) YEARS
PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICE
REHABILITATIVE SERVICES AND/OR EDUCATIONAL PROGRAMS; OR A HIGH SCHOOL
DIPLOMA AND TEN (10) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL
PROGRAMS, SOCIAL SERVICE REHABILITATIVE SERVICES AND/OR EDUCATIONAL
PROGRAMS.

DESCRIPTION OF DUTIES:

COORDINATE DAY TO DAY OPERATIONS OF THE SELF PACED IN CLASS EDUCATION
(SPICE) PROGRAM. FUNCTION AS THE LIAISON BETWEEN SCDC AND OTHER
COLLABORATING AGENCIES, TECHNICAL COLLEGES, COMMUNITY GROUPS,
CHURCHES AND VOLUNTEERS, RECRUIT PROGRAM SPONSORS/MENTORS FROM THE
COMMUNITY TO WORK WITH INMATES IN SPICE. ASSIST IN DELIVERY OF
EDUCATIONAL, LIFE SKILL, HEALTH AND WELLNESS, SPIRITUAL AND
VOCATIONAL SUPPORT SERVICES FOR PROGRAM INMATES AS NEEDED. CONDUCT
STUDIES OF PROBLEMS AND NEEDS OF THE SPICE PROGRAM AREA AND MAKE
RECOMMENDATIONS TO APPROPRIATE OFFICIALS. REVIEW PROGRAM ELIGIBILITY
STATUS OF PROPOSED INMATES AND COORDINATE TRANSFERS OF INMATES WITH
APPROPRIATE OFFICIALS. ENSURE PROGRESS REPORTS AND OTHER INFORMATION
ARE PREPARED AND SUBMITTED AS NEEDED OR REQUESTED BY APPROPRIATE
OFFICIALS.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

****RESUME REQUIRED WHEN APPLYING FOR THIS POSITION****

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE
PROCEDURE ACT.